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NASA Procedural Requirements

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30, 2013**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

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 (NASA Only)

Subject: Vital Records and Emergency Operations

Responsible Office: Office of the Chief Financial Officer[| TOC](#) | [Preface](#) | [Chapter1](#) | [AppendixA](#) | [ALL](#) |

Appendix A. Definitions

A.1 Vital Records. Records that are determined to be essential for maintaining the continuity of NASA operations during a national emergency are considered vital records. The vital records program includes two basic categories.

A.1.1 Emergency Operating Records. This category consists of records outlining the essential functions of NASA for the duration of emergency conditions. Included are emergency plans and directive(s); orders of succession; delegations of authority; staffing assignments; selected program records needed to continue the most critical agency operations; related policy or procedural records that assist staff in conducting operations under emergency conditions; and for resuming normal operations after an emergency. These records, in paper or microfiche form, should be utilized without reliance on mechanical equipment. Microfiche readers at FEMA Regional Centers are not considered mechanical because the readers are handheld battery operated equipment.

A.1.2 Rights and Interests Records. This category is composed of records required for the preservation of the rights and interests of individual citizens and the Government. Included are financial interests, for example, payroll data and manual or automated listings of other claims of employees, contractors and vendors (accounts payable) etc.; legal proceedings; and proof of ownership records. Financial management rights and interests records may be in an automated format, on paper, or in microfiche form.

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